

CMSR CONDUCT POLICY

THE following are examples of what CMSR expects with respect to conduct.. Volunteers, children, family, caregivers, visitors and guests must act at all times in a manner consistent with the best interest of the children we serve and the best interests of the CMSR Program.

1. Personal Appearance: Everyone is expected to present a professional appearance, with dress always being consistent with good hygiene, safety, and good taste.
2. Smoking: Smoking is not allowed in the stalls, arena or program area. Please smoke only beyond the portapotty area and always at least 20 yards away from all horses and children.
3. Alcohol and Drugs: Everyone is prohibited from being under the influence of alcohol or drugs while at CMSR, including cleaning stalls, working with horses, riding, working in program area, working with children either on or off of horses. CMSR absolutely prohibits any use, sale, purchase, transfer, or possession of any illegal or non-prescribed drugs. The possession or use of alcohol by volunteers, visitors on MEA property is strictly prohibited.
4. Except during program hours, No volunteer, contract employee, guest, or visitor may use on the property, borrow, or remove from the premises, any horse, saddle, tack or other equipment belonging to CMSR, or any other horse or equipment stalled and stored at the MEA
5. Safety and Accident prevention: We expect every volunteer, contract employee, parent, caregiver, guest and visitor to dedicate themselves to safety and accident prevention at all times. It is each person's responsibility to know and follow all safety rules and to report to the Executive Director or a riding instructor any threat to safety and the conditions causing the safety issue. Any person unaware of safety precautions at CMSR is required to ask the Executive Director or a riding instructor for safety education.
6. SAFETY: NO CHILD IS EVER to be left unattended, regardless of age or experience of child.
7. SAFETY: NO one is ever to enter the stall area, kitchen or barbecue area, trailer, or conex unless specifically asked to do so by a director or instructor.
8. Everyone MUST sign-in before participating or working in any program area, must sign-out before leaving, and is responsible for their own time card.

Signature _____

Print Name clearly _____